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(Letterhead)

(Address of Next of Kin)

(Date)

Dear

I regret to inform you that *(name of soldier)* has been absent without leave from this unit since *(date absence began)*. Your *(husband's) (wife's) (son's) (daughter's)* absence could result in a trial by court-martial with loss of pay and allowances which could mean that *(his or her)* dependents would lose all rights to receive allotments, medical care, commissary and post exchange privileges, and other military benefits. Continued absence could also result in confinement or dismissal with other than honorable or bad conduct discharge.

If you know where *(he or she)* is, please urge *(him or her)* to return immediately to military control at the nearest military installation in order to avoid serious consequences or prolonged unauthorized absence.

Rest assured that *(he or she)* will be given a fair hearing and the opportunity to present any information on *(his or her)* behalf. *(See note.)*

Sincerely,

Note: If the absentee is in the pay grade of E-4 (4 years or less service), E-3, E-2, or E-1 and the conditions in paragraph 2-7(b) apply, add the following paragraph to the letter.

Should your *(husband) (wife) (son) (daughter)* fail to return to duty within the next 20 days, you may be eligible to receive a basic allowance for quarters to financially assist you for a period not to exceed 2 months beginning with the first day of unauthorized absence. I am enclosing an application for you to complete and return to me as soon as possible.

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Figure 2-1. Sample AWOL notification letter to next of kin

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(Address of Next of Kin)

(Date)

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